Newly Admitted Student Checklist

NOW THAT YOU’VE BEEN ACCEPTED: THINGS TO DO BEFORE YOUR ARRIVAL AND NEW STUDENT ORIENTATION

☐ Go to MyStar (https://mystar.utmb.edu/psp/pprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST) and accept admission in The School of Health Professions. Please make sure to add Enrollment.Services@utmb.edu to your contacts to avoid important emails going to your junk email folder.

☐ Verify with Enrollment Services Office to make sure your official transcripts have arrived if you’ve previously attended classes at other universities or colleges. If your school can send the transcripts electronically via SPEEDE, please use that method to send your transcripts to UTMB. Foreign students should click here and follow the instructions listed. If you have questions, please contact Enrollment Services at Enrollment.Services@utmb.edu. Please remember to include your UTMB student ID number on all correspondence. If you are currently enrolled, send your official transcripts at the end of the semester. Be sure to have the transcripts sent from your previous school directly to the Enrollment Services Office at:

The University of Texas Medical Branch
Enrollment Services
301 University Boulevard
Galveston, TX 77555-1305

☐ Authorized Background Check (All entering students must have undergone a security background check no earlier than 60 days prior to matriculation. A copy will be returned only to you and the Associate Dean for Academic and Student Affairs. Students should follow the instructions below depending on their matriculating semester:

- Summer 2015 – Please click here.
- If you purchase your background check before the published date above, you will be required to purchase a background check again after the allowable date.

☐ Visit the Student Health office website and click on “New Student UTMB” tab for more information on required immunizations and insurance policies. http://www.utmb.edu/studenthealth/. Immunizations can be submitted by mail (301 University Blvd., Galveston, TX 77555-1369), fax (409) 747-9330 or email to stdwappt@utmb.edu. Please make sure your full name and student ID is on all documents sent to Student Health.

☐ Secure mandated health insurance coverage and submit proof.

See Health Insurance on the Enrollment Services webpage: http://www.utmb.edu/enrollmentservices/

All enrolled UTMB students are required to have and to maintain health insurance. Students may enroll in the plan offered to UTMB students through The University of Texas authorized insurance program, AcademicBlue, or furnish proof of existing health insurance coverage equal to the plan approved by The University of Texas System Board of Regents. Proof of insurance is required each semester you are enrolled. Failure to provide proof of insurance prior to the first day of classes each semester (July 1, 2015) may result in removal from classes. Instructions for uploading proof of insurance may be found here. You must be enrolled in at least one class in order to update your health insurance information.

☐ Student Profile Sheet - If you have not already done so with your application or interview, return your profile sheet to your department directly as indicated on the profile sheet. Clinical Laboratory Sciences (to be completed during orientation week)

We now have a new online system that has replaced the old paper version and will allow you to actively update and maintain your student profile while you are a student. The new system gives you the ability to PDF your profile to submit upon request at any time, much like a resume.

SHP Student Profiles are used to assess students’ eligibility for awards. The SHP Student Profile should contain the students’ most up-to-date contact information along with student demographics. All students are encouraged to keep their student profile sheets up-to-date following each semester. Information related to awards and honors and other accomplishments should be documented on the Student Profile.

Link: SHP Student Profile System

Directions:

Updated 5.4.2015
• Instructions on how to add or create a student profile [here](#).
• Instructions on how to edit a student profile [here](#).

☐ **Registration** - Please check with your department for instructions and direction in registering for classes. Please note that your registration is not complete until tuition and fees are paid.

Tuition and fees must be paid before the first day of class. **For Summer 2015 (PA Students Only), the deadline is Midnight June 30, 2015.** For payment processing visit the mySTAR website also known as, UTMB Student Services online at [https://mystar.utmb.edu/psp/pprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUESTT](https://mystar.utmb.edu/psp/pprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUESTT). For more specific information regarding registration and admissions, enrollment services, financial aid, student life, etc., visit the Office of Student Services website at [http://www.utmb.edu/studentservices/](http://www.utmb.edu/studentservices/).

☐ **Mark your calendar for New Student Orientation Events:**
SHP New Student Orientation – There will be no formal orientation event, however, you are invited to attend Welcome weekend events in the Fall. Details can be found at [http://www.utmb.edu/StudentLife/ProspectiveStudents/WelcomeWeekend.aspx](http://www.utmb.edu/StudentLife/ProspectiveStudents/WelcomeWeekend.aspx).

**Official Student Communications**
All official communication will be through your UTMB email account, therefore you will be responsible for checking your UTMB email regularly. If you experience problems with your email account, contact the **UTMB Service Desk**. The services of the UTMB Service Desk are available 24 hours a day, 7 days a week. The UTMB Service Desk can be contacted on campus at extension #25200, in Galveston at 409-772-5200, Houston at 281-554-1577, or toll-free at 1-888-898-2401. Less urgent inquiries can also be emailed to [ishelp@utmb.edu](mailto:ishelp@utmb.edu). Service requests status and new Service requests may also be submitted by visiting [http://usd/servicedesk](http://usd/servicedesk).

**Other Important Considerations**
- Scholarships [http://www.utmb.edu/enrollmentservices/scholarships.asp](http://www.utmb.edu/enrollmentservices/scholarships.asp)
- Ensure Enrollment Services has Current Address and Phone Number on Record [http://www.utmb.edu/enrollmentservices/accepted-newstudents.asp](http://www.utmb.edu/enrollmentservices/accepted-newstudents.asp)
- Housing Information and Rates for on campus. Housing for [off campus](#)
- Student Parking

**Miscellaneous**
- New Student Welcome Guide [Click here](#)
- SHP Parents Resource Guide [Click here](#)
- SHP Academic Calendar [Click here](#)
- UTMB Campus Maps
  For an interactive campus map, visit [http://www.utmb.edu/map/](http://www.utmb.edu/map/) or [click here for a printable campus map](#).
- Facebook Fan Pages
  - [UTMB School of Health Professions](http://www.utmb.edu/)
  - [UTMB Office of Student Life](http://www.utmb.edu/)

**Helpful Contact Information**

**UTMB School of Health Professions**
Office of Academic and Student Affairs
Phone: (409) 772-3030
E-mail: mebeaupr@utmb.edu

**Office of Student Life**
Phone: (409) 772-1996

**Office of Enrollment Services**
Phone: (409) 772-1215
E-mail: enrollment.services@utmb.edu

**Student Health and Counseling**
Phone: (409) 772-1215
E-mail: stdwappt@utmb.edu